

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                    UTILITIES SUPERVISOR**

**DEPARTMENT:              PUBLIC WORKS**

**BASIC FUNCTION:**

Under general direction, to plan, review, organize, supervise, implement, and administer supervise, review programs and activities, assure regulatory compliance and perform related work in a functional assigned area in the Utilities Department. Functional assignments may include but are not limited to one or a combination of any of the following:

Operation, maintenance, repairs and/or construction of infrastructure related to potable water systems, recycled water systems and sewer collection systems.

The Utilities Supervisor is an experienced professional in the assigned functional area.

**KEY RESPONSIBILITIES:**

Assignments may be responsible for any the following:

Plan, organize and supervise subordinate personnel in assigned area. Ensure personnel are fully trained to perform work safely.

Develop and implement work plans; prepare reports and analyses on department operations.

Oversee the accuracy and maintenance of time, material and equipment use records; prepare job estimates and establish priorities for work crews.

Plan-check private development and CIP projects that involve infrastructure; provide input and suggest changes where appropriate.

Develop and oversee contracts for services and minor repair work; work closely with contractors and ensure the contracts are being fully executed.

Requisition supplies and materials and monitor inventories.

Plan, organize, schedule, implement and supervise proper maintenance of infrastructure for assigned area.

Coordinate with Utilities Planner/Scheduler on the development and implementation of preventive maintenance programs for assets in assigned functional area.

Administer ongoing regulatory programs for assigned area.

Recommend the purchase of equipment and assist in the development of specifications.

Receive, investigate, and resolve complaints.

Oversee staff in the performance of repairs or other construction activities.

Inspect work sites before, during and after completion to assure work is completed in a safe, satisfactory, and thorough manner.

Ensure the maintenance of various records and prepare reports as required.

Ensure the adherence of safe work practices by field maintenance personnel.

Plan and schedule water shutdowns (water functional areas);.

Work closely with city and private inspectors on related projects to complete jobs correctly and in a timely manner.

Coordinate field services maintenance activities with other city departments, divisions, and sections, and with outside agencies.

Oversee all routine and emergency response.

Participate on the Utilities Safety Committee; may represent Utilities on the Public Works Safety Committee.

Use a computerized maintenance management system to create and close work orders and track work performed.

Supervise and evaluate staff as well as provide, present, and/or deliver ongoing training.

Review and approve timecards and absence requests for assigned staff.

Approve the purchase of parts and equipment used for the work of the assigned area.

Maintain awareness of departmental budget for assigned area and ensure expenditures are in alignment with department goals. Provide input for annual budget preparation for assigned area.

Attend seminars, meetings and courses related to the job classification such as security, regulations, emergency preparedness and industry trends.

Perform related duties as assigned.

## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

- Principles and practices of operations and maintenance of systems in assigned functional areas (sewer collections system, potable distribution system, recycled water distribution system).

- Principles of supervision and training.
- Materials, methods, practices and equipment used in assigned area.
- Types and level of maintenance and repair activities generally performed in a utilities field division maintenance program.
- Applicable federal, state, and local codes and regulations related to assigned functional areas.
- Practices and principles of equipment in assigned area.
- Basic to intermediate use of personal computers. Proficiency in Microsoft Word and Excel.
- Mathematics as related to a utility system.
- Budget development and control techniques.
- Principles and applications of public relations and customer service skills.
- City, state and federal laws, rules, regulations related to operating a public water or wastewater system.
- Safety regulations, requirements and practices regarding areas of responsibility.
- Occupational hazards and standard safety precautions necessary in the work.
- Geography of the city, including the location of utility infrastructure.
- Principles of organization, administration, budget and personnel management.

**Ability to:**

- Supervise a comprehensive program for assigned areas.
- Determine cost-effective ways for efficient and effective operation of functional responsibilities.
- Supervise the maintenance of records and prepare reports.
- Effectively communicate with people from a wide variety of socioeconomic backgrounds, both orally and in writing.
- Plan, assign, supervise and evaluate work of staff and provide required training and guidance.
- Use computer hardware and software, including troubleshooting issues.
- Read and interpret utility maps, plans, diagrams and blueprints.
- Interpret Assessed Parcel Numbers (APN) maps.
- Learn service area, street and address system, alleys and hazards encountered in the work.
- Appropriate use of equipment in assigned area.
- Maintain accurate and up-to-date records and prepare reports.
- Apply pertinent federal, state and city codes, laws and regulations.
- Prepare and disseminate information and outreach materials.
- Effectively coordinate programs with public and private agencies.
- Establish and maintain effective working relationships.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

Equivalent to the completion of the twelfth grade supplemented by course work or specialized training in water or wastewater technology or related area, and supervision; an associate or bachelor's degree in a related field is highly desirable; and

Four years of increasingly responsible experience in the assigned area; two years in a lead or supervisory role is highly desirable.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License.

**Assignments in Water Operations:**

California State Water Resources Control Board Distribution Operator Certificate Grade D4 and the ability to obtain a D5 Certificate within an agreed period.

California State Water Resources Control Board Treatment Operator Grade T2 Certificate

**Assignments in Water Construction and Maintenance**

State Water Resources Control Board Distribution Operator Grade D3.

**Assignments in Wastewater Operations and Wastewater Collections:**

CWEA Collections Grade 3 Certification and/or

CWEA Mechanical Technologist Grade 3 Certification or

Ability to get required certification within an agreed period.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the work assignments. The employee is frequently required to walk and stand to inspect work sites. The employee may be required to withstand hours of sitting, standing, walking, and climbing.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and document; analyze and solve problems; use math and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, vendors, contractors, regulators, agencies, committees, organizations, entities and the public encountered in the course of the work.

The employee periodically works in the field, exposed to the outdoors and all-weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside city limits during normal work hours and periodically on evenings and on weekends and at any time during emergency call outs.

This is an at-will management classification.

DATE APPROVED: May 1, 2024